

**SATURNA ISLAND FIRE PROTECTION SOCIETY
("SIFPS")**

MINUTES OF DIRECTORS' MEETING
March 9, 2009, at 1:00 p.m. at the Fire Hall

DIRECTORS PRESENT:

Tom Koochin, John Money – Vice President, Wayne Quinn, John Savage – Secretary, Shirley Stonier, Michael Taylor – Treasurer, Bernie Ziegler

Absent Directors: Lorne Bolton – President, Jim Bavis

Fire Chief: John Wiznuk

Recording Secretary: Chelsea Money

Guests: Dawn Wood

1. CALL TO ORDER:

John Money – Vice President, called the meeting to order at 1:00 p.m.

2. APPROVAL OF AGENDA

Motion: Moved by Wayne Quinn that the agenda of March 9, 2009 be approved.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Motion: Moved by John Savage that the minutes of February 9, 2009 be approved.

CARRIED

4. CORRESPONDENCE

Wayne Quinn submitted a receipt of payment from BC Hydro, documents from WorkSafe BC, and an invoice from Radio Works for the new radios and batteries. He also submitted an insurance renewal form for the Freightliner; John Wiznuk will look into having the Fire Truck put on the fleet insurance.

5. TREASURER'S REPORT

Michael Taylor, Treasurer, presented the Financial Report:

a) 2008 Financial Statements

Taylor presented and reviewed these statements, prepared by Lorne Bolton and himself. There was discussion and some slight wording changes made.

Motion: Moved by John Savage that the 2008 Financial Statements be adopted as slightly changed.

CARRIED

b) 2009 Operating Statement and Budget

Michael Taylor submitted the new format for the Operating Statement, including Budget, month, and year-to-date, as well as previous year. Discussion was very positive; the only change is to also include Bank Balances in the format. He also submitted the Bank Cash Flow Operating Statement. He will report back next meeting on changes that may be needed on the Statement of Income and Expenses.

Michael Taylor also presented the Bank Cash Flow Operating Statement of Revenue and Expenses.

Motion: Moved by Michael Taylor that the Bank Cash Flow Operating Statement of Revenue and Expenses be accepted.

CARRIED

c) Payment to Recreation Centre Society

Michael Taylor also reported that the annual payment of \$5,000 to the Recreation Centre for the use of their services for the new Hall #1, as well as the separate \$50 payment, were supposed to be paid on January 1, 2009, but asked if they can be postponed until construction of the new Fire Hall begins. John Money will contact the Recreation Centre Board and advise. If it is necessary to pay now, Michael Taylor will do so.

Motion: Moved by John Savage that Bernie Ziegler and Shirley Stonier be given bank account signing authority, and that A. Sewell's name be deleted from signing authority on the bank account.

CARRIED

6. FIRE CHIEF'S REPORT

Fire Chief John Wiznuk presented his report:

Operations: No call-outs for February. Four firefighters have been attending day-long training courses on Pender Island on designated Saturdays. Six firefighters will attend a rope rescue course on Pender March 28 and 29.

Financial: Two major expenditures this month – VFIS (firefighters' insurance), and the Freightliner water tender; the ICBC needs renewal this month. They will bill us.

Other Business: Committee working on set levels of service has not met this month. A draft letter alerting homeowners in locations where access is restricted or problematic and that a Fire Department response is contingent on providing them reasonable all-weather access has not yet been drafted. He is requesting meetings concerning this years' budget and budgets for future years.

Motion: Moved by John Wiznuk that the Fire Chief's report be accepted.

CARRIED

7. CRD UPDATE

Nothing new to report.

8. APPRAISALS

John Savage reported that the appraiser met with John Money, Tom Koochin, Wayne Quinn and himself on Saturday, February 28, 2009. He explained that the appraiser first toured the upstairs section of the current hall. They then went to the Recreation Centre and reviewed the properties and plans of the two new proposed Emergency Services Buildings, following which they toured the properties of both new hall building sites, followed by a tour of the property and main floor of the current hall. Savage explained that the appraiser is expected to forward his report within the next two weeks or so. John Money reported that he provided the appraiser information regarding

the Parks Canada lease with the Recreation Centre, to assist the appraiser in determining the value of the land that the SIFPS has acquired from the Recreation Centre.

9. CONSTRUCTION FINANCING

a) Government Financing

John Money reported that he is trying to line up grant money from the government for the building of the Halls. So far little progress has been made, but we can apply for the Disaster Mitigation grant, and have the Ambulance Committee to apply as well. The application for this is due on the 15th of March, but may be carried over to April. Richard Blagbourne has volunteered to help with the application process. He also reported that the taxes paid by the Fire Department are supposed to flow through to the departments themselves, and so this money may be claimed on the Fire Hall's taxes.

Motion: Moved by John Money that outside help for the application be obtained, and that the Ambulance/Emergency Services of the Island be part of the process.

CARRIED

b) Special Resolution

John Savage handed out an information package and reviewed the background regarding the requirement that the SIFPS have a Special Resolution passed by the membership authorizing the Directors to be able to arrange the financing for the new Emergency Services Buildings. He explained that this resolution is required by the SIFPS's Bylaws and the Society Act, as well as the fact that the final financing authority will also require proof of such.

There was discussion regarding the timing of conducting the resolution and it was decided that the SIFPS must first clarify the amount and timing of its financial needs, prior to approaching the Membership for authorization.

c) Cash Flow Projection

The initial Cash Flow Projection was reviewed. It was understood that this document requires further review and analysis prior to finalizing. It was requested that the cash total for the beginning of the month and the end of the month be on the budget for reference. If anyone has any suggestions for changes to it, please email Lorne Bolton.

10. EAST POINT HALL UPDATE

Tom Koochin reported that Lorne Bolton sent him an email asking that the budget be refined. They are working on a good drawing of the Hall, and a budget for it. Funds are needed, and the special resolution will need to be passed for clearing of the land to begin unless Barry Crooks would be willing to begin work and wait to be paid until August 2009.

Motion: Moved by John Money that Barry Crooks be asked if he would be willing to do work on the land up to the value of the timber generated, with the timber then given to Crooks as payment.

CARRIED

11. MAIN HALL UPDATE

Wayne Quinn reported that we have spent approximately \$90,000 on the project so far. He has been dealing with the four steel building suppliers and two of the four proposals seem promising; he will make a recommendation as to which proposal should be accepted at the next meeting.

12. PARKS CANADA

John Savage reported that he spoke with Rob Walker of Parks Canada this morning. Walker advised that they have not yet made a decision regarding their method of payment for leasing part of the new Hall #1. Savage said that he expects to be able to advise the board by its next meeting, as to whether Parks Canada will pay in a lump sum, as preferred by SIFPS, or make monthly payments.

13. EMERGENCY MANAGEMENT COMMISSION

John Savage reported that a meeting was held on Friday, February 27, 2009 with the Saturna Emergency Program representatives (Shirley Stonier, David Rhees-Thomas) and Ian Elliott – Southern Gulf Islands Emergency Services Coordinator, with the Fire Chief, and himself, Wayne Quinn, and Tom Koochin of the SIFPS. The meeting reviewed the SEP's participation and utilization of the proposed new Emergency Services Buildings. Discussion centered on the adequacy of the planned facilities; there was consensus that the current plans for the buildings were adequate for all needs, although further discussion may be needed regarding the sizing of, and furniture arrangement in, the Multi-Purpose Room in Hall #2 – discussion ensued at the board meeting, resulting in the clarification that the current arrangement of the Multi-Purpose Room in Hall #2 is adequate.

Savage and Elliott are in the process of drafting a Memorandum of Understanding between the SIFPS and the Southern Gulf Island Emergency Management Commission ("SGIEMC") outlining the arrangement of SEP's utilization of the new halls, as well as the SGIEMC's financial participation in that regard.

14. MEMBERSHIP

John Savage advised that the following people have submitted applications for Membership in SIFPS and have applied as either a "resident" or a "property elector" as described in the Motion at the December 20, 2008 Directors Meeting regarding Membership and that these individuals are now therefore accepted as members of the SIFPS and that they will be advised as such:

Kevin O'Hara
Kerry Pavlatos
Jerry Pavlatos
Linda Cunningham
Chelsea Money
Priscilla Ewbank

Jennifer Nilsen
Dan Thachuk
Graeme Bregani
Beverley Lowsley
Andrew Money
Jonathan Guy

The Directors concurred with the foregoing based on the bona fide of each application.

15. EMERGENCY SERVICES MANAGEMENT MEETING

John Savage reported that John Wiznuk had been approached by Randy Shaw, First Responder Liaison, the upshot was that a meeting was requested "...to improve response to medical emergencies on Saturna and whether further support for the infrastructure is possible..." It is understood Shawn Carby, Executive Director – Vancouver Island, BCAS will also be in attendance. Contact has also been made with Saturna's Ambulance Group/Health Committee (Community Club), as well as Murray Rankin (SIPOA). A meeting has been arranged for Tuesday, March 24, 2009 to be held in the Community Hall. The BC Ambulance/First Responders has asked for a tour of the Fire Hall and both sites of our proposed new Emergency Services Buildings prior to the meeting.

Motion: Moved by John Savage that John Savage, John Money, Bernie Ziegler and John Wiznuk, Fire Chief conduct the tour and attend the meeting, motion amended to include Shirley Stonier.

CARRIED

16. NEW BUSINESS

John Savage reported that he has received requests from members for the minutes of meetings to be emailed to them. There was discussion regarding the current Saturnacan website and the potential posting of the minutes. Savage will contact Harvey Janszen to discuss the issue of posting the minutes of the SIFPS's meetings.

17. DATE OF NEXT MEETING

Tuesday, April 14, 2009, 1:00 pm at the Fire Hall.

18. ADJOURN

Motion: Moved by Wayne Quinn to adjourn.

CARRIED

Meeting adjourned at 3:18 pm.

Money, Vice President
Secretary

John Savage,

John

Chelsea Money, Recording Secretary